# Toolbox of a resourceful Muslim

EDRIS KIBALAMA

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"This is a book about skills and traits one should embed into themselves and their life to achieve both success in this world and the next- by the will of Allah."

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## Introduction

In The Name of Allah, The Entirely Merciful The Especially Merciful

This is a book about skills and traits one should embed into themselves and their life to achieve both success in this world and the next- by the will of Allah.

I have purposely kept it short, for brief reading, post contemplation and acting upon what is learnt within these pages.

## Text(Matn)

All praises be to Allah and salutations and peace be upon the Prophet Muhammad, His Family, His Companions and all those that follow him until the day of Judgement

To proceed

I will go through with you, the skills that I use in my own life to continuously try to achieve and maintain success for both this world and the next(in combination)- by the will of Allah:

1. Fix up your religion and monotheistic Belief:

   **a. Turn back to your Creator,** and realise that you are nothing without his Mercy, Blessings, Assistance and Help

   b. Learn your religion from reliable sources

   c. Carry out your religious duties and obligations

2. **Have Awareness of your Creator:**

   a. Having awareness of your Creator allows you to gain awareness of your self and the right path through life;

   To know who you are and your life purpose, you have to learn about your Creator, and why He created you, i.e. to worship Him alone and not to associate any partners with him in any shape or form

3. **Live ethically:**

a. Make the right decisions when they present themselves.

Always try to choose the best out of 2 choices or scenarios

4. Self- Motivation i.e. **extrinsic and intrinsic**

a. **Intrinsic**- through your knowledge of the purpose of your creation;

I) Worship your Creator alone, without associating partners with him

ii) Adorn yourself with positive internal characteristics, such as loving the right things, and wanting good for yourself, your family, your community, and wanting the greater good for the world.

**b. Extrinsic**- surround yourself with positive things and positive people:

a. Make your environment in which you work and study in, one that motivates you to put in work and effort, for the betterment of your future

b. Have career based books, positive books and resources to hand ,or available to access, as and when you need them

c. Surround yourself with positive people. Pray to Allah to provide you with good friends and for him to surround you with good people that you need to survive, both in this world and the hereafter.

5. Brain storm, and write all your ideas and thoughts down on paper, on a notepad or in a note book:

   a. Get yourself a notebook, specifically for idea generation and brain-storming

   b. Write all your life ideas and ambitions down.

   **Important Note:** You do not have to show your personal information to anyone if you don't wish to, so you should be open and free to express yourself on paper and pour your thoughts, ambitions, ideas and life dreams onto it

6. Set goals for yourself:

   Sieve through your brainstormed ideas and put a list of actionable goals and objectives for your life

7. Plan a strategy, for how you are going to achieve your goals:

Create a strategic plan of action, i.e. how the goal is going to be achieved, and setting a preliminary date for execution.

8. Create an organised, clean, calm environment of which to work productively, and where you can be able to think clearly.

a. Create an environment that can allow you to execute your plans efficiently.

b. Being clean and externally organised helps to create a calm and clear internal state within yourself. This allows you to work and concentrate at an optimum capacity.

c. Cleanliness and organization are part of Divine law i.e. in religion

9. Be self- organised:

a. Get a daily diary

b. Bookmark internet research into folders and give them relevant folder names in order to easily refer back to them at a later date.

10. Be mindful of the opportunities around you:

a. Have a positive mindset

b. Don't allow obstacles to keep you from moving on.

c. Train your self to spot opportunities for development, as much as you can, in your daily life.

d. Avoid focussing on that which you did not receive; You have to know that if something missed you, it was not meant for you, and if you are to receive or achieve something, nothing or no one can avert it or take it away from you.

**Important Note:** You have to still put the hard work in, and recognise when the opportunities and blessings come your way.`

11. Convert your negative experiences or negative situations into a positive learning experience:

    a. Visualise how you can learn from seemingly negative situations

    b. Derive the positive benefits/ points/ lessons from a seemingly-negative situation

12. Be resourceful:

    a. Use the tools and resources at your disposal;

Try to use the resources at your disposal and sooner or later you would have more resources to proceed on your professional journey, by the will of Allah

"Make use of what you have where you are"

13. Have thankfulness to your Creator by making use of your blessings:

a. Do not worry and lament over what you don't have.

b. Appreciate all that you have, at your disposal, and appreciate all the blessings that Allah has given you

**Important Note:** This point can take up a whole chapter, on it's own. The topic of "Thankfulness to Allah" has numerous books written, just on this topic alone.

c. Always be grateful for what you have, and the Creator(Allah) will bless you with more

14. Set your self principles, within which you operate your life, and by which you live by:

a. Derive your principles from Divine law

b. Align those principles/ characteristics with your strengths and weaknesses, personal preferences and your personal likes and dislikes

15. Set yourself a preliminary career direction:

    a. Once you have the career direction, then constantly learn how to operate within your chosen field

    b. Learn how to achieve success within your chosen field, without compromising your religious/ ethical principles.

**Important Note:** The more you learn about your chosen path, then the more you can decide on a day by day, or year by year basis, whether you like the chosen path. You can also decide whether you think it is time to move on in another career direction.

**Important Advice:** Keep open-minded, keep learning, keep exploring and searching for your life path. Sooner or later you will find it and just wonder what all the fuss was about.

16. Be a part- time Volunteer, for life:

    a. Regularly get involved in volunteering/ Charity work- possibly in your own time or spare time.

b. Volunteering boosts your confidence, gets you to have a feel of working in the field you wish to operate, improves your personal and professional skills, as well as benefiting you, on a religious and spiritual level.

c. Volunteering improves your intellectual and mental state of well-being.

## FINAL PRAYER

All Praises abundant and plentiful belong to Allah, and peace be upon his final Messenger Muhammad, peace and blessings be upon him, his family, his companions and all of those that follow them till the day of Judgement.

# FINAL WORD

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